

HOW TO SET APPOINTMENT AVAILABILITY FOR PATIENTS

The screenshot displays the TELEPRAC dashboard for Dr. Subzar Dar, a Neurologist. The 'Schedule Appointment Timings' section is active, showing a 20-minute slot duration and two sessions on Sunday: 7:00 am - 10:00 am (Session 1 Token 18) and 4:00 pm - 8:20 pm (Session 2 Token 26). The dashboard sidebar includes options for Dashboard, Appointments, My Patients, Schedule Appointment Timings, Calendar, Invoice, and Accounts.

To set your availability for patients, go to the "Schedule Appointment timings" tab in your dashboard. Set the length of each appointment (in tokens), the days and times you wish to see patients, and the type of appointment (video, clinic, or both).

In this case doctor has set a 20 min slot and set two sessions on Sunday according to his/her availability

Please schedule appointments at your convenience. We suggest setting availability for the entire week, even if you have limited slots each day. Remember to check your schedule weekly to ensure it is up to date and reliable for your patients.

Thank you for working with us.

Regards

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